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DP/S 63-5027

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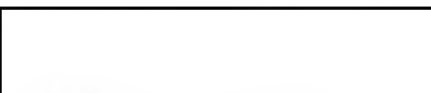
NOV 1963

MEMORANDUM FOR: Deputy Director for Support

SUBJECT: Actions of Interest to the Office of the  
Director

1. This memorandum is for information only.
2. In response to your memorandum of 25 November, Office of Logistics actions which are of interest to the Office of the Director are attached.
3. The attachments are segregated as follows:
  - a. Attachment A - Office of the Director
  - b. Attachment B - Administrative Staff
  - c. Attachment C - Planning Staff
  - d. Attachment D - Security Staff
  - e. Attachment E - Logistics Services Division
  - f. Attachment F - Printing Services Division
  - g. Attachment G - Procurement Division
  - h. Attachment H - Real Estate and Construction Division
  - i. Attachment I - Supply Division

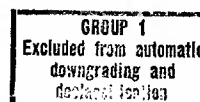
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JAMES A. GARRISON  
Director of Logistics

Attachments:  
As stated above

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SUBJECT: Request for Additional Allocation of Funds for FY 1964  
in the Amount of \$743,000

REQUIREMENT FOR PROJECT:

In early September, the Office of Logistics made an analysis of the fiscal year 1964 budget allocation; obligations through 31 August 1963 and known requirements for additional funds. This analysis revealed that approximately \$743,000 in additional funds would be required for fiscal year 1964, exclusive of funds required for Printing Services Division.

ACTION ACCOMPLISHED:

The Office of Logistics prepared a detailed report on 10 September 1963 based on this analysis and forwarded it to the Comptroller through the Deputy Director for Support with the recommendation that additional funds in the amount of \$743,000 be made available. The recommendation was concurred in by the Deputy Director for Support on 13 September 1963. To date, this office has received no reply from the Comptroller.

FURTHER ACTION REQUIRED:

The Office of Logistics requires an early indication as to whether or not the additional funds will be made available. The Office of Logistics must plan drastic curtailment in services and support if the reply to the recommendation is negative.

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**SUBJECT:** Study on Requirements for Reporting Real Estate Holdings

**REQUIREMENT FOR PROJECT:**

Management questions have been generated several times on the total capital investment in real estate holdings and the annual expenditures involved. The Office of Logistics records do not contain the data needed from some sensitive projects and some proprietaries. The Deputy Director for Support desired a study on the need for the Office of Logistics to maintain records on all such investments.

**ACTION ACCOMPLISHED:**

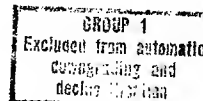
A study was completed and forwarded to the Deputy Director for Support. The study recommended that the Office of Logistics continue as the central office of record, and that an attached proposed notice directing compliance  be approved and published.

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**FURTHER ACTION REQUIRED:**

Further action depends upon any expansions or changes desired by the Deputy Director for Support in the study or in the recommendations. The organization to handle the reporting recommended by the study exists in the Office of Logistics.

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SUBJECT: CIA Industrial Security Programs

REQUIREMENT FOR PROJECT:

In some instances, the Office of Logistics and the Office of Special Activities maintain separate industrial security programs at the facilities of the same contractor. These programs do differ in cover and procedures.

ACTION ACCOMPLISHED:

On 2 October 1963, the Director of Logistics requested the Director of Security to determine whether both systems are necessary.

FURTHER ACTION REQUIRED:

Coordination with the Office of Security on the results of his study will complete action.

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SUBJECT: Downtown Office Space

REQUIREMENT FOR PROJECT:

In September 1963, the Director of Central Intelligence determined that Agency facilities at [ ] separate locations in the Metropolitan Area should be consolidated into one downtown building. A total of 500,000 square feet of general office space is required.

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ACTIONS ACCOMPLISHED:

Liaison with the General Services Administration resulted in their identifying proposed buildings in two locations which meet the general criteria of the Agency:

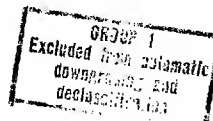


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ACTION REQUIRED:

The General Services Administration has requested that the Agency consider funding for the downtown space for the life of the five-year lease. Further GSA action is held in abeyance pending the Agency's reply to the proposal.

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SUBJECT: Unsatisfactory Air Conditioning, Headquarters Building

REQUIREMENT FOR PROJECT:

Air heating, cooling and circulating systems in the Headquarters building have never operated satisfactorily with the result that, in both summer and winter, varying and unpredictable areas of the building are either too hot or too cold. Controls accessible to employees are of limited use and sometimes, when regulated, result in discomfort to other employees.

ACTION ACCOMPLISHED:

Representatives of the Real Estate & Construction Division, working with GSA engineers, identified four (4) general problem areas. Definitive studies of corrective actions required were completed on two (2) of these general areas. At last report, the datum developed from the definitive studies was still in an uncollated state in the GSA, and work was halted towards readying it for use in requesting bids for engineering and construction required for correction.

FURTHER ACTION REQUIRED:

Definitive studies should be made of the other two general problem areas. The GSA should pursue the preparation of data on which to base an engineering and construction contract. Engineering and construction contracts should be awarded by the GSA for the required corrective actions on all four (4) general problem areas.

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**SUBJECT: Requirement for Uninterrupted Power**

REQUIREMENT FOR PROJECT

Operation of the "Watch Office", the gray-line telephone system, the Signal Center, OSA's Operations Room and other of the building's areas and facilities requires complete assurance of an uninterruptable power supply. It is now known that continuous power from commercial sources cannot be guaranteed. It is further known that instantaneous stand-by generating equipment is uncertain in guarantee and inadequate in capability to meet all requirements for instantaneous, no-break service.

ACTIONS ACCOMPLISHED

As results of two (2) emergency power tests conducted by the LSD it was determined that shut-off of commercial power can result in a break in gray-line telephone communication and in an "out-of-service" condition that can last up to an hour. Stand-by, instantaneous generating equipment is susceptible to breakdown which could be gravely serious if such occurred while commercial power was not being delivered. GSA, VEPCO and General Electric representatives determined that switching and bussing equipment, as installed, does not guarantee service by one or another of the two, separate deliveries to the Agency's sub-station when one delivery system goes out.

FURTHER ACTIONS REQUIRED

GSA, VEPCO and GE should reach agreement as to how Agency sub-station and power-house equipment should be re-switched and re-bussed to assure an uninterrupted commercial source of power when one or the other of the 2 delivery systems fails. Final corrective action should be taken at the direction of the GSA. The Office of Communications should conduct an overall survey of the Agency to determine the Agency's whole and total requirement for instantaneous, stand-by power delivery in event of failure of commercial power delivery. The result of such a survey would be a determination of the total power demand required in an emergency and the identification and installation of equipment capable of meeting the requirement. The Agency would fund for the equipment and the GSA would supervise its installation.

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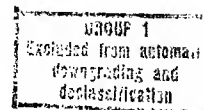
SUBJECT: Memorandum Dated 15 November 1963 Regarding Need for Additional Funds for the Operation of PSD During Fiscal Year 1964

REQUIREMENT FOR PROJECT: The Director of Logistics and Chief, Printing Services Division, initiated the memorandum on 15 November 1963 to call to the attention of the DD/S the need for additional funds for the operation of the Printing Services Division for the balance of FY 1964.

ACTION ACCOMPLISHED: The memorandum was submitted to the DD/S on 15 November 1963 over the signature of the Director of Logistics

FURTHER ACTION REQUIRED: Action required is approval by the DD/S of additional funds as requested or the approval of the necessary actions outlined in the memorandum to permit PSD to operate within the funds made available in the FY 1964 budget.

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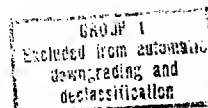
SUBJECT: Staff Study and Cost Estimate of Proposed Building for Printing  
Services Division of the Langley Site Submitted to DD/S  
6 November 1963

REQUIREMENT FOR PROJECT: The project was initiated by request of the DD/S  
in order to determine if a building adequate to house PSD operations  
could be constructed for \$1,730,000, the amount left over from the  
construction of the Headquarters building.

ACTION ACCOMPLISHED: The Planning Staff, in cooperation with Real Estate  
& Construction Division and PSD, prepared the staff study. The staff  
study was submitted to the DD/S on 6 November 1963 over the signature  
of the Director of Logistics.

FURTHER ACTION REQUIRED: Further action required is by the DD/S in  
approving the recommendations of the staff study.

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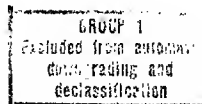
SUBJECT: Committee Established to Investigate Agency Printing Program

REQUIREMENT FOR PROJECT: As a result of a request by the Director of Logistics for 30 additional personnel to handle increased printing requirements for the Office of Current Intelligence and Soviet Russia Division, the CIA Executive Director appointed a committee to investigate Agency printing programs and requirements. The committee consists of representatives from each of the Deputy Directorates and the Office of the Comptroller. The Chief, Printing Services Division has been invited to meet with the committee.

ACTION ACCOMPLISHED: The Committee has met and decided to have the Chief, PSD, attend the next meeting to brief them on various printing programs which involve large numbers of printing personnel.

FURTHER ACTION REQUIRED: There remains the study of the various printing programs and requirements. The Chief, PSD, will meet with the committee and furnish whatever information is required.

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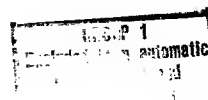
SUBJECT: Incentive Contracting

REQUIREMENT FOR PROJECT: Necessary for CIA to conform to Incentive Contracting procedures as established by the Armed Services Procurement Regulations, Department of Defense. The Director of Logistics initiated action in CIA.

ACTION ACCOMPLISHED: Several briefings have been given to different groups in the office of the Deputy Director for Support and elsewhere. One of the briefings in the office of the Deputy Director for Support was attended by the Executive Director, who approved of taking action to establish Agency policy essential to implement Incentive Contracting in CIA. Accordingly, the Director of Logistics forwarded to the Deputy Director for Support on 20 November 1963 a memorandum recommending the establishment of certain policies and attached thereto an Agency notice to be signed by the Deputy Director of Central Intelligence establishing such policies.

FURTHER ACTION REQUIRED: Approval of the above mentioned Agency notice by the Deputy Director for Support, Executive Director, and Deputy Director of Central Intelligence, and the signature by the latter is required for publication. It is desirable that action be taken as soon as possible as the Office of Logistics cannot proceed with certain actions that are necessary until the Agency notice on Agency policy has been signed and issued.

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**SUBJECT: Supply Division Systems Analysis Group**

**REQUIREMENT FOR PROJECT:**

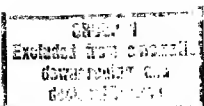
A Supply Division Systems Analysis Group was initiated on 28 October 1963 in response to an audit of the Supply Division, dated 1 June 1962 through 30 June 1963. The audit was critical of the weaknesses and deficiencies pertinent to automatic data processing facilities as they pertain to the Supply Division functions.

**ACTION ACCOMPLISHED:**

This full-time group, since its inception, has been reviewing all systems within the Supply Division pertinent to processing documentation through the Division into the computer system and utilization of the information made available by the computer. The group is comprised of six OL/SD employees. It is proposed to utilize on an on-call basis the services of a representative from the Comptroller's Office (Technical Accounting Staff) and a representative from the Office of Computer Services/DDS&T.

**FURTHER ACTION REQUIRED:**

The group will be in session for as long as the subject dictates, which at the present it is estimated may approximate a 6-month effort (1 May 1964). Action will include revisions of procedures, revised and additional computer programming, and implementation of revised procedures.



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